

24 April 1953

MEMORANDUM FOR: Assistant Deputy Director (Administration)

SUBJECT : Central Processing Branch

REFERENCE : O&M Service Staff Study, 21 April 1953, Subject:
Passenger Transportation Functions of the Personnel
Office and Logistics Office

1. My interpretation of your expressed preference as to how the transportation functions of Central Processing Branch are to be assigned does not coincide with this paper. I felt that you wanted the transportation of overseas personnel and their dependents handled in CPB by Transportation Specialists selected and nominated by Mr. Garrison. They were to be subject to Mr. Garrison's Career Service Board and to his technical supervision.

2. Also, Transportation would be expected to furnish guidance and assistance to CPB on transportation functions, and if desired, would inspect the work being done to insure adherence to their standards. I feel that this paper overlooks the fact that our efforts to make the CPB a one-stop process are motivated by other than space considerations.

3. It is our aim to furnish a personal service to the traveler and his dependents which will make them feel that they are something other than a piece of baggage. There is a real employee relations problem in this processing which, if properly handled, will improve or preserve the morale of the employee at a time when he really needs a lift--at a time when he is leaving the country for two years or being separated from his family.

GEORGE E. MELOON
Personnel Director